

Sending email to group members

This document explains how group contact persons can send emails from Beacon to the members in their group(s).

Copy or type this URL into your web browser e.g., Google Chrome to load the Beacon system: <https://u3abeacon.org.uk/>

Login screen – you will be provided with a login name and password

u3a
Beacon

Administration

Your login has timed out. Please log back in

U3A

Username

Password

Passwords are case sensitive

This is a private computer - tick to store local settings

If this is a public or shared computer, do NOT tick the checkbox and ensure that you log out when finished

Figure 1

Load your group members' record as detailed in document 'Adding Group Members to Beacon' (Groups / Select Group / Members tab)

You need to be on screen *figure 2* below:

Select individual group members to email by ticking names on left hand column or

Click 'select' label at top of column enables **Select All**

Click 'Do with Selected / Send email'

Group Record for Local Explorers

Details Schedule Members Ledger

There are no Waiting Members

Group Members

| Select | Member No. | Name | Telephone | Mobile | Status | Waiting | |
|-------------------------------------|------------|-------------|-----------|--------|---------|---------|---------------------------|
| <input checked="" type="checkbox"/> | 357 | Keith Adams | hidden | hidden | Current | | remove - make coordinator |

Figure 2

Sending email to group members

Email screen is displayed to type message – sample below

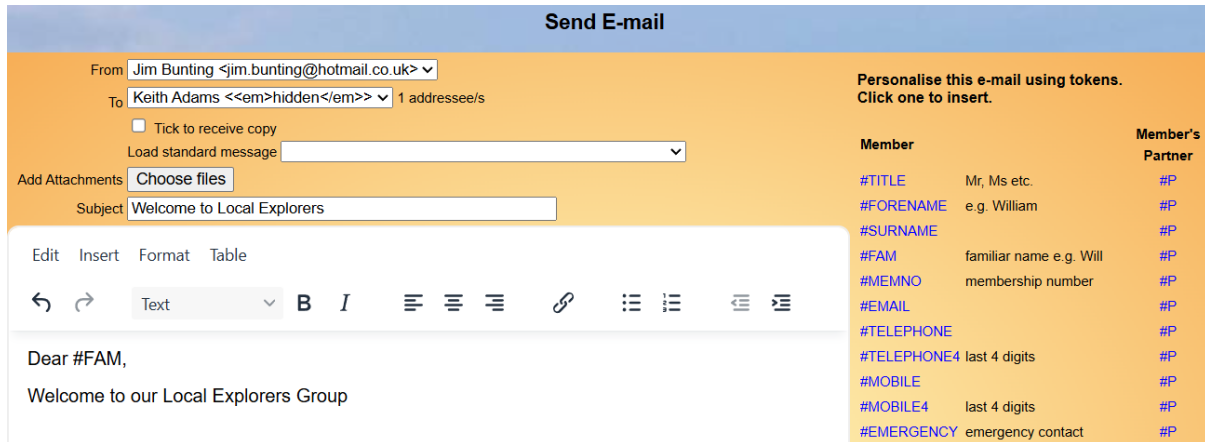


Figure 3

When email is complete – Click the 'Send' button

Optional

Tokens

The **Tokens** listed on the right side of the browser can be used in the text to personalise the email, e.g., clicking on **#FAM** customises every email with the member's **Familiar Name** (or **Forename** if a Familiar Name is not recorded). Click on **#MEMNO** to add their membership number.

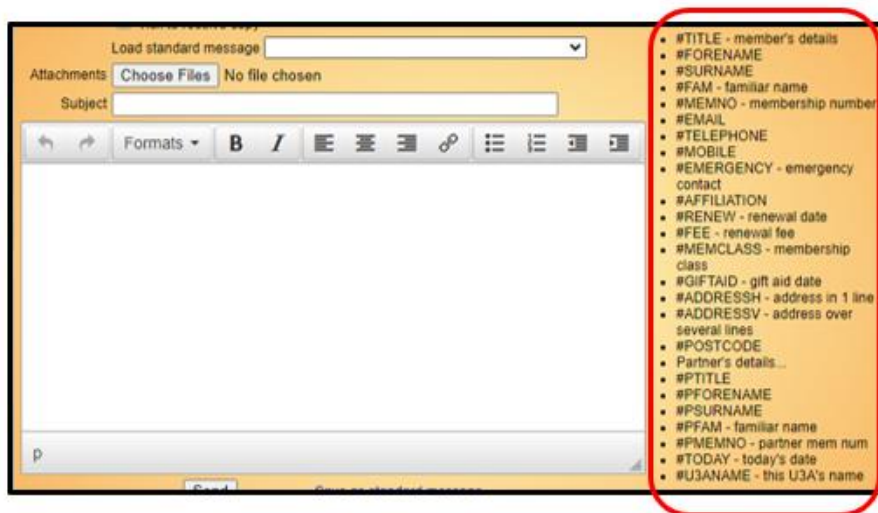


Figure 4

Attachments

If you wish to send one or more attachments with the message, press the **Browse** button

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(the format will vary between browsers) and select each file in turn. To remove any file from the message, click on the small x before the filename.

If you save the email to use later then you will have to re-select the attachment. Attachments are never saved.

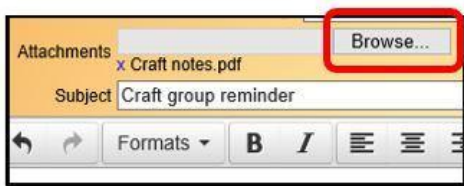


Figure 5

Links

You can add a link (URL) to another website by clicking .

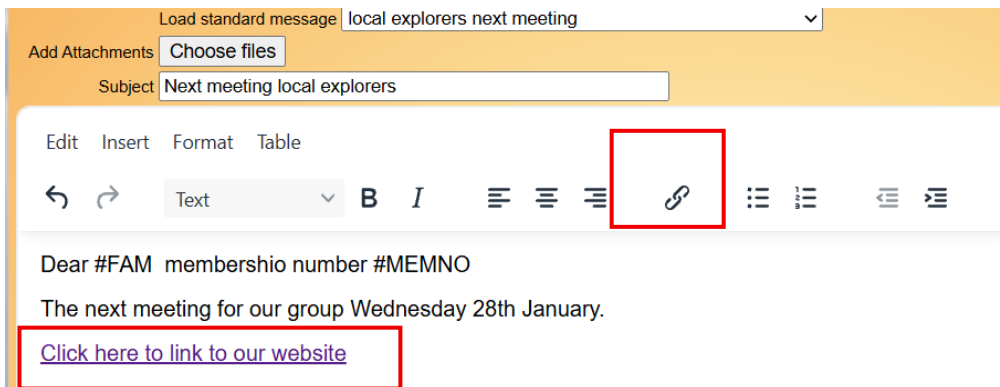


Figure 6

That opens a window to define the URL

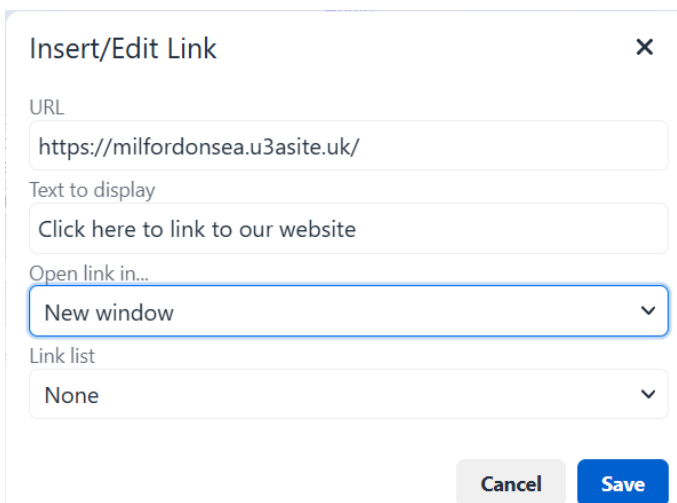


Figure 7

Sending email to group members

Saving an Email

You can save the email as a standard message if you wish to send it later. You will be prompted for a message name. Remember that attachments are never saved so will need to be added again next time you load the email.



Figure 8

When email is complete – Click the ‘**Send**’ button. If you did not save it then if needed again you will need to retype.

Note: to test an email before sending to a large number of members it is recommended to save and send it to yourself to check. Once sent you will have to re-load, correct as necessary and re-attach any attachments.

To Finish / Sign Out

Click ‘Home’ at top of screen; Click Logout